



STATE OF MICHIGAN

Jennifer M. Granholm
GOVERNOR

DEPARTMENT OF LABOR & ECONOMIC GROWTH
DAVID C. HOLLISTER
DIRECTOR

Michigan Occupational
Safety & Health Administration
(MIOsha)

MIOsha ERGONOMICS STANDARD ADVISORY COMMITTEE MEETING MINUTES

September 22, 2004—9:30 a.m.
General Office Building—7150 Harris Drive
State Secondary Complex—Lansing
Conference Room G

PRESENT:

LABOR

Don Barnes
Derrick Quinney

Weston Solutions, Inc.
Michigan State AFL-CIO

Safety and Health Director

MANAGEMENT

John Bavin

Michigan Chamber of Commerce
and Consumers Energy

Corporate Industrial Hygienist

David Herbel

Michigan Association of Homes
& Services for the Aging
Michigan Manufacturers
Association

Regulatory Services Director

Amy Shaw

Michigan Manufacturers
Association

Director of Education

Mark Spence

Dow Chemical Company

Manager of North American
Health and Safety Regulatory
Affairs

PUBLIC

Sheryl Ulin

University of Michigan-Center for
Ergonomics

Senior Research Associate
Engineer

George Vondrak

Blue Cross Blue Shield
of Michigan

Risk Management Consultant

TECHNICAL ADVISOR

Teresa Bellingar

Haworth, Inc.

Corporate Ergonomist

**GENERAL INDUSTRY SAFETY AND OCCUPATIONAL HEALTH STANDARDS
COMMISSION LIAISON**

Tycho Fredericks	Western Michigan University Associate Professor & Co-Director Human Performance Institute, Department of Industry & Manufacturing Engineering	General Industry Safety Standards Commissioner
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STAFF

Eva Hatt	General Industry Safety and Health Division	Safety & Health Manager
Marsha Parrott-Boyle	Standards Section	Program Manager
Dena Hendon	Standards Section	Secretary

NOT PRESENT:

LABOR

Andrew Comai	International United Auto Workers Union (UAW)	Industrial Hygienist, Bargaining Comm., Exec Board Member	Excused
Sande MacLeod	United Food and Commercial Workers - Local 951	Executive Vice President	Excused
Margaret Robinson	Service Employees International Union - Local 79	Hospital Division Director	

MANAGEMENT

Ronald Henderson	Collins and Aikman Products Company	Environmental, Health and Safety Manager	Excused
Janice Homola	Michigan Health & Hospital Association	Senior Loss Prevention Consultant	Resigned
Bradley Joseph	Ford Motor Company	Corporate Ergonomics and Safety Process Manager	Excused

TECHNICAL ADVISOR

Susan Howe	Society of the Plastics Industry, Inc.	Senior Technical Director, Worker and Product Safety	Excused
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STAFF

Douglas Kalinowski	Michigan OSHA	Director	Excused
John Peck	Management and Technical Services Division	Director	Excused
Richard Zdeb	Consultation Education and Training Division	Consultant	Excused

VISITORS:

Norene Lind	DLEG, Policy Office
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**MIOSHA ERGONOMICS STANDARD ADVISORY COMMITTEE
MISSION STATEMENT**

The Ergonomics Standard Advisory Committee will pursue a consensus to draft a standard for presentation to the Commissions that would define a minimal process to recognize, evaluate, and where feasible, reduce risk factors that may contribute to work-related musculoskeletal disorders.

Call to Order and Roll Call

The September 22, 2004 MIOSHA Ergonomics Standard Advisory Committee meeting was called to order by Co-Chairperson Sheryl Ulin. A quorum of advisory committee members was present. All advisory committee members and staff introduced themselves for the benefit of new members.

Approval of Minutes for August 18, 2004 Meeting

A motion was made by Derrick Quinney and was seconded by Don Barnes to approve the minutes of the August 18, 2004 Advisory Committee meeting.

MOTION CARRIED UNANIMOUSLY.

MIOSHA Update—Marsha Parrott-Boyle

Marsha Parrott-Boyle stated that Janice Homola from the Michigan Health & Hospital Association will no longer be able to participate in this Advisory Committee as her job duties have changed. Janice Homola's knowledge and enthusiasm will be missed. The Michigan Health & Hospital Association will submit another applicant to the commissions for consideration.

Marsha Parrott-Boyle distributed the recently published OSHA's 'Ergonomic Guidelines for Poultry Processing,' for Advisory Committee member's information and review.

Marsha Parrott-Boyle distributed an article from the 2004 *The Bureau of National Affairs, Inc OCCUPATIONAL SAFETY & HEALTH DAILY – September 17, 2004* addressing the progress of this committee.

Marsha Parrott-Boyle requested the advisory committee to review the mission statement to improve the grammar and clarity of purpose. After discussion the following was agreed upon:

The Ergonomics Standard Advisory Committee will pursue a consensus to draft a standard for presentation to the Commissions that would define a minimal process to recognize, evaluate, and where feasible, reduce risk factors that may contribute to work-related musculoskeletal disorders.

Continue to Discuss 'Elements of a Minimal Process'

The Advisory Committee reviewed the language of the 'Elements of a Minimal Process' and by general consensus agreed to condense and clarify it in the following manner. See that attached revised 'Elements of a Minimal Process' draft.

➤ **Training**

1a. **'What are ergonomic hazards, risk factors, and injuries.'**

The discussion revolved around the need for more than just ergonomic hazard in this statement. The committee decided to clarify the statement.

1b. **'The process for communicating that an ergonomic hazard has been recognized.'**

The committee decided to change 'mechanism' to 'process' to better define their intent, and add the word ergonomic.

➤ **Exposure Assessment**

1. **'An employer shall have ergonomic risk factor assessment mechanism and it shall be kept current.'**

The employer/employee triggers were a problem and after discussion it was decided they should just have a mechanism. After some discussion about requiring an annual review the committee agree to a statement for the employers to keep the mechanism current.

➤ **Employer and Employee Involvement**

1. **'Employers and employees should be involved in the overall ergonomic process.'**

After discussion it was decided to simplify this statement. The committee discussed in depth, what is meant by exposure assessment.

2. **'There shall be no discrimination for reporting a hazard.'**
[tentative until researched]

Regarding employee discrimination, questions arose about this statement already being enforced in Act No. 154 of the Public Acts of 1974, as amended, or should it be referenced in this rule, also if both employer/employee should be included in this statement. It was decided to research this concern further.

➤ **Risk Reduction**

1. **'There shall be a process to control or, where feasible, reduce ergonomic hazard.'**

There was not time to discuss this item; therefore staff edited to coincide with the grammar in the Mission Statement.

Future Meetings

Per a request from Susan Howe the next meeting has been moved to Thursday, November 4, 2004 at 9:30 am in the General Office Building, 7150 Harris Drive, Lansing - Conference Room B, First Floor.

It was also decided to set the meeting dates for 2005 on the second Wednesday of each month. The new schedule is attached.

Additional Note: After the meeting, while setting up the 2005 meeting dates, the meetings have been changed to the fourth Wednesday of each month.

Public Comment

None.

Adjournment

With no further business before the advisory committee, the meeting was adjourned.

****Minutes were reviewed and approved at the November 4, 2004 meeting.****